

# Client Tax Document Review

## Rental Information (includes, but not limited to):

(broken out by rental property)

Income Received  
Mortgage Interest Payments  
Insurance Payments  
Repairs / Maintenance  
Cleaning  
Property Tax Payments  
Auto Mileage  
Utilities

## Common Documents (Includes but not limited to):

W-2s - Wages from Employment  
1099-INT - Interest Earned  
1099-DIV - Dividends Earned  
K-1 - Income from Business Owned  
1098-T - Tuition Statement from College  
1098-E - Student Loan Interest Paid  
1098 - Mortgage Interest Paid  
1099 Combined - Year-End Brokerage Statement  
1095-A, B, C - Health Insurance Record  
1099-B - Stock Sales  
1099-SSA - Social Security Income  
1099-SA - Health Savings Account  
1099-NEC - Non Employee Compensation  
1099-G - State and/or Local Tax Refund /  
Unemployment Payments / Gambling Winnings  
  
1099-R - 401(k), Pension and/or IRA Income  
(include Year-End Account Summary)

## Home Office Information (Includes, but not limited to):

Square Footage of Office  
Square Footage of Home  
Rent *If Home is Rented*  
Mortgage Interest *If Home is Owned*  
Property Taxes Paid *If Home is Owned*  
Repairs / Maintenance  
Utilities

## Miscellaneous (includes, but not limited to):

Confirmation of Receipt of Stimulus Check  
Child Tax Credit Stimulus Payments  
Mortgage Interest  
Property Tax Payments  
Charitable Contribution - *Requires Charity Letter if >\$250*  
Charitable CASH Contribution Over \$300 or \$600  
Medical / Dental Expenses - *Summary by Category Only*  
Estimated Tax Payments - *Federal / State / Local*  
Child Care Payments - *Name / Address / Tax ID or SSN*

## Business Information (Includes but not limited to):

(if not in Quickbooks)

Record Keeping Method: \_\_\_\_\_  
Income Received  
Interest Payments or Receipts  
Insurance Payments  
Repairs / Maintenance  
Equipment Purchases  
Travel  
Tax Payments - *Net Profit, CAT, Payroll and/or Sales Tax*  
Auto Mileage  
Utilities  
Rent  
Wages  
Dues & Subscriptions  
Postage  
Advertising  
Purchases - *Cost of Goods Sold*  
Professional Fees  
Outside Services/Contractors  
Supplies  
Meals

## Client Tax Preparation Form (attached):

Filled Out & Included with Tax Documents

## IRS Personal Identification Number (IP PIN):

Include the security code document with Tax Documents

ADDITIONAL NOTES: (please list any missing documents or other information we should be aware of)

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